

COMMUNITY AND  
HUMAN SERVICES

Children's Services

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**Acknowledgement of Parent Policies,  
Procedures and Payment Policies**

The following policies are outlined and have been updated in the Hastings County Before and After School parent handbook. Please review the programs' policies, procedures and over all expectations regarding your child's care, well-being and participation in Hastings County Before and After School programs.

- Payment is due on the last business day of the month preceding the month of care required based on the submitted child schedule.
- Late payments may result in the suspension of your child care space.
- A minimum of 3 days a week each week, is required to secure your child's space.
- Rotating schedules must be provided by the 15<sup>th</sup> of the month for the following month via email to [beforeandafterprograms@hastingscounty.com](mailto:beforeandafterprograms@hastingscounty.com). Schedules that have not been received by this date may result in your child(ren) not having a secured space in the program.
- Any schedule changes require 2 weeks written notice, please provide this via email to [beforeandafterprograms@hastingscounty.com](mailto:beforeandafterprograms@hastingscounty.com). Changes that have not been received will result in your invoice reflecting the original agreed upon scheduling.
- Hastings County Children's Services offers the following payment methods:
  - Online Bill Payment through your Financial Institution
  - Automatic Monthly Bank Withdrawal
  - Cash, Cheque, Credit or Debit Card.
  - Payment is **not** accepted at program sites.
  - E-transfer is **not** accepted through email.

By signing below, I understand and agree to Hastings County Before and After School Programs Parent Policies, Procedures, Payment Expectations and contents of the Parent Handbook.

\_\_\_\_\_  
Family Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Family Member Signature

\_\_\_\_\_  
Date